

UNITED STATES COURT OF APPEALS

District of Columbia Circuit

MARK J. LANGER
Clerk of Court



E. Barrett Prettyman U.S. Courthouse
333 Constitution Avenue, N.W.
Washington, D.C. 20001-2866
Telephone (202) 216-7000

Announcement Number:	USCA-21-05
Position Title:	DEPUTY DIRECTOR OF THE LEGAL DIVISION (Chief Deputy Staff Attorney II)
Salary Range:	JSP 16 (\$169,036 - \$183,300, depending on qualifications)
Position Location:	WASHINGTON, D.C.
Position Type:	Permanent, Full-Time
Opening Date:	March 23, 2021
Closing Date:	Open until filled

POSITION SUMMARY: The Legal Division of the Office of the Clerk, U.S. Court of Appeals for the D.C. Circuit, has an opening for a highly qualified attorney to serve as Deputy Director of the Legal Division. The Deputy works directly with the Director to manage and lead the Legal Division, and acts as the Director's backup.

The Legal Division's principal responsibility is to recommend to the court the disposition of substantive and procedural motions, appeals decided without oral argument, and emergency matters. The staff attorneys confer with the judges, conduct legal research, prepare legal memoranda, and draft proposed orders and opinions.

PRINCIPAL RESPONSIBILITIES: Supervise and review the work of staff attorneys. Provide guidance and training to staff attorneys. Attend regularly scheduled meetings with the judges where staff attorneys present their recommendations. Advise the judges and the Clerk on a wide variety of legal and procedural issues related to specific cases as well as court operations. Stay abreast of legal developments and recommend any needed changes to the Division's procedures or work product. Work in collaboration with other supervisors in the Division and the Clerk's Office. Provide day-to-day management of the Division and advise the Director on institutional goals and strategies. Evaluate effectiveness of current practices and suggest improvements as necessary. Coordinate the personnel management system, including recruiting, hiring, and evaluating employees. Oversee the court's attorney discipline matters. Periodically act as after-hours supervisor for emergency matters.

QUALIFICATIONS: Because the Deputy must be able to advise the judges, Director, and Clerk on difficult, varied, and important legal issues, the court is highly selective in its hiring. The court is looking for an individual who has demonstrated the ability to analyze complex legal issues quickly and to communicate clearly, both orally and in writing. The court is also looking for an individual

with a general knowledge of management practices and administrative processes, and skill in working cooperatively with others. The ability to exercise mature and sound judgment is essential.

Prior experience working for a federal court, especially in a Clerk's Office, or a Staff Attorney Office, is preferred. Supervisory or management experience is beneficial. A judicial clerkship, law review membership, or comparable legal research and writing experience is helpful. Other desirable qualifications include litigation experience, and graduation in the top 25% of your law school class.

At a minimum, applicants must possess a J.D. degree, be a member of the bar of a state or the District of Columbia, and have at least three years of general legal experience and three years of specialized experience.

Specialized Experience

Progressively responsible experience in the practice of law, in legal research, legal administration, or equivalent experience, gained after graduation from law school.

TERMS: The first year of employment is considered a probationary period.

REQUIREMENTS: Because the D.C. Circuit entertains a large number of high-profile and sealed cases, employees are subject to strict confidentiality requirements.

Your continued employment is contingent upon the satisfactory completion of a background records check. A full background investigation for a security clearance will also be required.

<p>The successful applicant must be a United States citizen or eligible to work in the United States. This position is an excepted appointment and is "at will." The United States Court of Appeals is an Equal Employment Opportunity employer. The successful applicant will be subject to mandatory electronic transfer of funds for payment of net pay. The United States Courthouse is a smoke-free building.</p>
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APPLICATION PROCEDURE:

Email a cover letter (addressed to Human Resources Division), resume, law school transcript, and self-edited writing sample as a single PDF attachment to:

CADCml_Human_Resources@cadc.uscourts.gov. Please include the vacancy announcement number (USCA-21-05) in the subject line of the email.

Interviews will begin immediately. The court will send a letter regarding the status of an application only to those candidates scheduled for interviews.